

EDITED TASK LISTING

CLASS: Board Coordinating Parole Agent, YOPB

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Make assessments of parolees in order to determine if there are American with Disabilities Act (ADA) issues to be considered utilizing ADA compliances, parolee's field file, medical reports, parolee's requests, etc., as required.
2.	Meet with parolees in order to provide him/her the Notice of Rights, Request for Hearing, Request for Attorney, and copies of all relevant documents (e.g., police officer report, parole violation/disposition report, photos, etc.), utilizing the elements of the Morrissey process, effective communication skills, etc., as required by the Parole Dictation Guide and the Juvenile Parole Board regulations (Title 15).
3.	Assist parole unit staff in the preparation of the violation reports to ensure compliance with Morrissey requirements utilizing communication skills, Parole Dictation Guide and Juvenile Parole Board regulations (Title 15), as needed.
4.	Analyze various violation/detention reports for conformity to Board policy and to ensure that reports contain necessary factual information and are exclusive of prejudicial material utilizing Parole Dictation Guide, Juvenile Parole Board regulations (Title 15), and personal expertise, as needed.
5.	Contact/interview relatives, friends or witnesses required for attendance at the administrative hearings by whatever investigatory means are necessary (e.g., issue subpoenas, mail form letters, telephonically, facsimile, etc.) to ensure their presence, pursuant to Juvenile Parole Board regulations (Title 15) and Morrissey proceedings.
6.	Arrange hearings in order to comply with legal mandates (e.g., Morrissey requirements, departmental policies and procedures, Juvenile Parole Board regulations (Title 15), etc., utilizing communication skills with state and local agencies, personal expertise, scheduling techniques, etc., as required on a case-by-case basis.
7.	Stay current regarding updates on Department of Corrections and Rehabilitation's institution and parole policies, Juvenile Parole Board policies and regulations; and current legal decisions impacting the violation process and the correctional system in order to conform to any changes in policy regarding parole hearings, utilizing regulation and policy manual updates, communication with all regional parole offices and staff counsel, training, etc., on an on-going basis.
8.	Coordinate security concerns where hearings are to be held to ensure compliance for the safety of staff, youthful offenders, attorneys and the public utilizing mechanical restraints, metal detectors, medical masks, etc., on a case-by-case basis.
9.	Act as a resource person for the Hearing Officer during the hearing in order ensure all legal mandates are adhered to and all due process rights are met utilizing Morrissey regulations, Parole Services Manual, Parole Dictation Guide, Juvenile Parole Board regulations (Title 15), personal expertise, and staff counsel, as needed.

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10.	Provide materials to attorneys who are not familiar with the Juvenile Parole Board administrative hearing process to ensure they understand the legal differences between courtroom and administrative hearings utilizing Morrissey regulations, Parole Services Manual, Juvenile Parole Board regulations (Title 15), additional case law, etc., as necessary.
11.	Establish and maintain positive relationships with law enforcement, the legal community and state/local detention facility staff to ensure the integrity of the hearing process, scheduling, availability of the youthful offender, etc., utilizing communications skills, information sharing, personal expertise, etc., on an on-going basis.
12.	Review all necessary reports (Parole Violation/Detention Reports, police officer reports, Board Orders, etc.) for accuracy to ensure compliance with Morrissey regulations, Parole Dictation Guide, Parole Services Manual, Juvenile Parole Board regulations (Title 15), etc., for every case.
13.	Upon the receipt of each appeal, the appeals coordinator, will ensure compliance with Juvenile Parole Board policy, review and respond to all appeals submitted to the Board and make recommendations to the Chairperson regarding the disposition of the appeals utilizing a personal computer/computer software, investigative techniques; interview techniques, file review, audio-recordings with interested parties, etc..